Auto Arc ™

The Integrated File Compression Utility

For the Apple® IIgs

AutoArk™

Integrated File Compression for the Apple IIgs®

Written by D. Proni
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D. Proni

Manual Design

Karen Aziz Proni

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AutoArk

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Welcome

Thank you for purchasing AutoArk™! We hope that this product will help you achieve more out of your Apple® IIgs system, whether you have a hard drive, or use floppy disks for storage. Please be sure to return the registration card. By doing so, you'll be able to receive technical support, and notices of future updates and products. All suggestions, praise, and criticism, regarding this, or any other Econ Technologies product, is welcomed.

We set out to develop an easy to use, integrated file compression utility, something every Apple IIgs owner can use to effectively increase their storage capacity. We are proud to bring AutoArk to the IIgs market and hope you will benefit from its capabilities. We have many other projects for the IIgs on the drawing board, so keep an eye on Econ Technologies! We'll be bringing more quality software and hardware products for your Apple IIgs!

What AutoArk Can Do For You

AutoArk is an integrated file compression utility for the IIgs. With AutoArk you can compress and/or encrypt files. Of course, you can then expand and/or decrypt these files. AutoArk will compress your files to an average 50% their original size. The beauty of AutoArk lies in the way it seamlessly integrates with the Finder™ and your applications. Once a file has been compressed from the Finder, you can practically 'forget' about it. AutoArk will automatically expand the file when you load it from an application and automatically compress it when you quit the application, without any effort necessary on your part. For encrypted files you will only need to supply the password. If you double click a compressed file from the Finder™, AutoArk will expand the file, and the launching of your application will continue. Additionally, AutoArk provides you the ability to modify and customize several attributes of its functions.

What You Need

AutoArk runs on an Apple IIgs with a minimum 1 mb of RAM, Finder 6.0 and System Software 6.0. If your computer is running an earlier version than 6.0, you will need to upgrade to 6.0. AutoArk will NOT work with earlier versions. See your favorite Apple II dealer for the complete System Software 6.0 update.

Installing AutoArk

Installing AutoArk is very easy if you follow these steps:

1. Insert the AutoArk disk into your computer's disk drive. An application named *AA.Install* will appear on your computer's desktop.

2. Launch the application *AA.Install* by double clicking on its icon. See figure 1.

Figure 1. This dialog shows up after the AutoArk disk is inserted in the disk drive.

3. The AutoArk installer will prompt you to enter your name and the name of your organization, as shown in figure 2. These names will get recorded permanently onto your AutoArk program, so choose something appropriate.

Figure 2. Enter your name and organization at the spaces provided.

4. After entering your name and organization name (if applicable), press the *Continue* button. If you wish to quit the installation process, press the *Quit* button.

5. Next, the dialog shown in figure 3 will prompt you to choose the volume where you want AutoArk installed. AutoArk must be installed on a bootable GSOS system disk. By default the startup volume of your GS (which is a bootable GSOS system disk) will be listed. If you want to install AutoArk in a different partition, press the *Next Disk* button. You can continue to press the *Next Disk* button until the name of the desired volume is listed in the dialog.

Figure 3. Choose the volume where you want AutoArk installed from this window.

Once you've selected the desired location, press the *Install* button. AutoArk will display the message shown in figure 4 once installation is complete. Press the *OK* button and AA will return to previous menu. You may install it on any other bootable volume by performing the same steps. When done press the *Quit* button
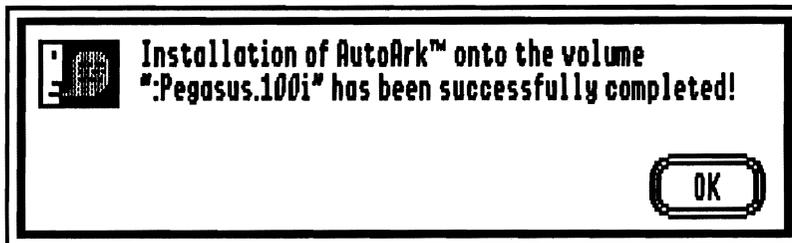

Figure 4. AutoArk displays this message after a successful installation.

Auto Ark

AutoArk installs as an *INIT* so you will have to restart your computer in order to see the new options under the Extras menu. AutoArk informs you of this by displaying the message shown on figure 5. You can press the *Restart* button if you wish to have AutoArk immediately available for use, or you can press *No thanks* if you want to wait for the next time you restart your computer.
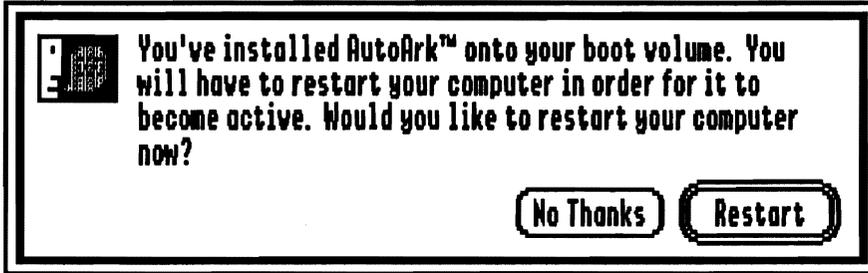
> You've installed AutoArk™ onto your boot volume. You will have to restart your computer in order for it to become active. Would you like to restart your computer now?
>
> (No Thanks) (Restart)

Figure 5. You must restart your computer in order to have access to the AutoArk functions.

The next time your computer is restarted you will see the *AutoArk icon* appear on the bottom of the boot screen. Figure 6a shows the AutoArk icon. Once AutoArk is installed, it will always be available from the *Extras* menu in the Finder.

Figure 6a. The AutoArk icon.   Figure 6b. AutoArk was not loaded at boot time.

If for some reason you do not want AutoArk to load at boot time, press the 'A' key when your computer is booting. When the AutoArk icon appears you will see it has an "X" across it (see figure 6b). Of course, if you do this you will not be able to use AutoArk until you reboot again and allow it to be loaded.

Getting Started

Once you have installed AutoArk and rebooted your computer, you will find five new items under the Extras menu in the Finder: *Compress...*, *Encrypt...*, *Expand...*, *Archive Info...*, and *Configure AutoArk ...* Figure 7 shows you these new items in their active state. However, if no files are selected in the Finder, the first four of these items will be dimmed. Once you select a file from the Finder that has not been compressed or encrypted, the *Encrypt...* and *Compress...* items become active. If you select a file that is compressed and/or encrypted the *Expand...* and *Archive Info...* items become active. For the remainder of this manual we will refer to files that have been compressed and/or encrypted as *"archive"* files (thus AutoArk). If you multi-select both archived and non-archived files, all first four items will be active. The fifth option, *Configure AutoArk...* is always active.
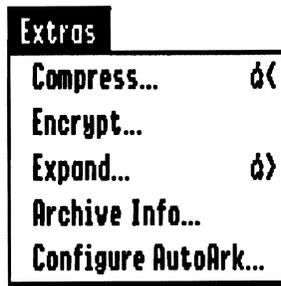
Extras

Compress...	⌘(
Encrypt...	
Expand...	⌘)
Archive Info...	
Configure AutoArk...	

Figure 7. AutoArk provides five new items from the Extras menu.

File Selection From Finder

This discussion relates to file selection from the Finder. To select a file simply click on its icon. You can select a group of files by clicking on the first one, and holding down the shift key to select all others. You can also lasso/rubber-band the desired range of files. To do this, imagine a box around the desired files, click on one corner of the box (at a spot between two entries, so as not to single select one of the entries) and drag the mouse to the opposing corner (as shown in figure 8). All files inside the box will then be selected.
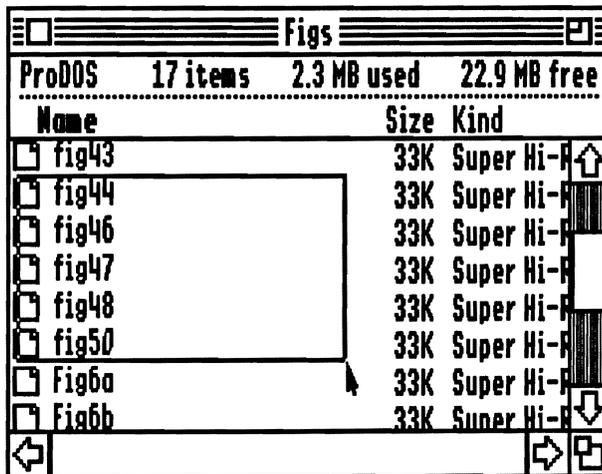
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│▤□▤▤▤▤▤▤▤▤▤▤▤ Figs ▤▤▤▤▤▤▤▤▤▤▤□▤│
├─────────────────────────────────────────┤
│ ProDOS    17 items    2.3 MB used  22.9 MB free│
│ ·········································· │
│ Name                      Size  Kind      │
│ □ fig43                   33K  Super Hi-R ⇧│
│ □ fig44                   33K  Super Hi-R ▓│
│ □ fig46                   33K  Super Hi-R ▓│
│ □ fig47                   33K  Super Hi-R  │
│ □ fig48                   33K  Super Hi-R  │
│ □ fig50                   33K  Super Hi-R ▓│
│ □ Fig6a                 ▶  33K  Super Hi-R▓│
│ □ Fig6b                   33K  Super Hi-R ⇩│
│ ⇦                              ⇨ □ │
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Figure 8. The files fig44, fig46, fig47, fig48 and fig50 are being lassoed.

AutoArk can perform a function on a single file, or on a range of files, one at a time. For example, if you have a directory of 100 files and you wish to compress 25 of them, you can select only those 25, choose *Compress...* from the *Extras* menu, and AutoArk will compress all 25 files, one at a time.

AutoArk "Extras" Menu

AutoArk provides five new choices from the Finder's Extras menu. Figure 9 shows the Extras menu with the new choices, as well as a brief explanation of each.
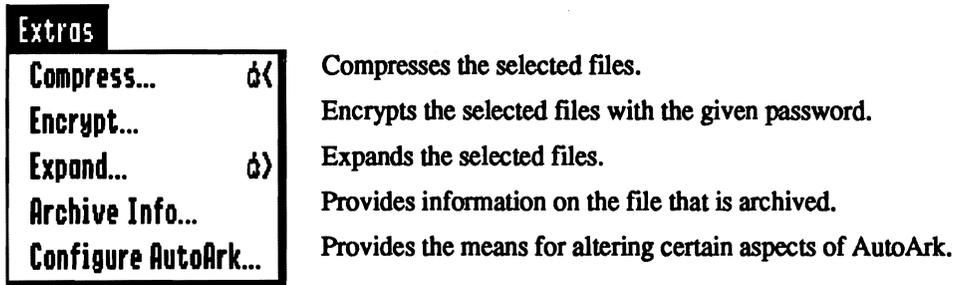
Extras	
Compress...	⌘(
Encrypt...	
Expand...	⌘)
Archive Info...	
Configure AutoArk...	

Compresses the selected files.

Encrypts the selected files with the given password.

Expands the selected files.

Provides information on the file that is archived.

Provides the means for altering certain aspects of AutoArk.

Figure 9. The five new selections from the Extras menu with brief descriptions.

Compress...

In order to compress a file (or group of files) for the first time, select the file or files from the Finder, pull down the Extras menu and choose *Compress....* AutoArk displays the message shown in figure 10 as each file is being compressed. Once the files are compressed, you will notice that the icons have now changed to look like figure 11. This allows you to see at a glance, from the Finder, which files are in archive format. For example, if you're doing maintenance work on a volume, looking for files to compress/encrypt, you can easily spot which files have been archived and which haven't.
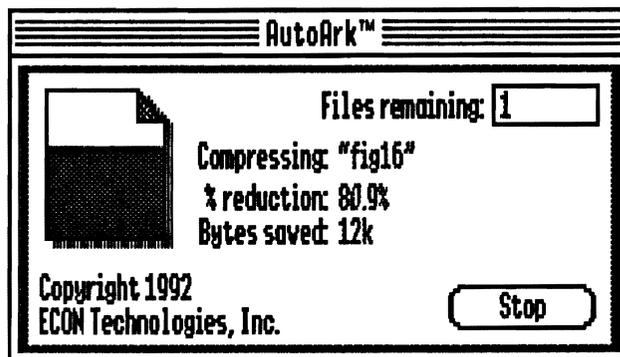
AutoArk™

Files remaining: 1

Compressing: "fig16"
% reduction: 80.9%
Bytes saved: 12k

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ECON Technologies, Inc.

Stop

Figure 10. AutoArk displays this dialog as it compresses files.

On the other hand, perhaps you prefer to have the icon of the original file visible, instead of the archive icon. No problem! See the explanation under *Configure AutoArk...* to find out how to maintain original icons.
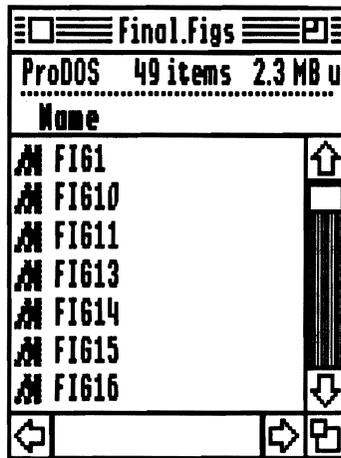

Figure 11. The files in this window have been compressed, and thus display the AutoArk icon.

Encrypt...

Select the file or files you want encrypted, and choose *Encrypt...* from the Extras menu. The dialog shown in figure12 appears and prompts you to enter a password. This password must then be entered a second time, in the *Verify password* edit box. AutoArk compares the two passwords to make certain they are identical. If you want to compress the file as well as encrypt it, check the box labeled *Compress Data*. You must then press the *OK* button, at which time AutoArk proceeds with the encryption.

AutoArk uses the password you provided to encrypt the data. The data can only be decrypted by providing this password once again when you need access to the file. You should take whatever measures are necessary so that you won't lose or forget the password.

> **WARNING!** If you forget your password you will not be able to dearchive the file. We won't be able to help you in this situation since we don't have the password either!

```
To encrypt the selected files you will have to
choose a password that will be used to gain access
to these files. Enter the same password in both
fields below. Be sure and choose something that you
will not forget!

        Password: [                    ]
   Verify password: [                    ]

☐ Compress Data        ( Cancel )  ( OK )
```
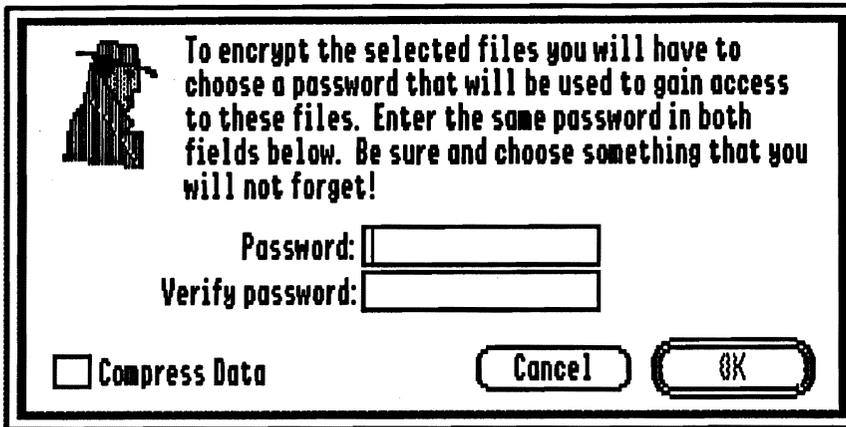
Figure 12. You must supply a password to encrypt a file. You can have the file compressed as well as encrypted by checking the "Compress Data" checkbox.

Expand...

To dearchive files that have been archived with AutoArk (or Universe Master) you must first select the desired file or files from the Finder, and then choose *Expand...* from the Extras menu. AutoArk proceeds to expand the selected files, as it displays the message shown in figure 13. Should any of the selected files also be encrypted as well as compressed, you will have to provide the password at the prompt.
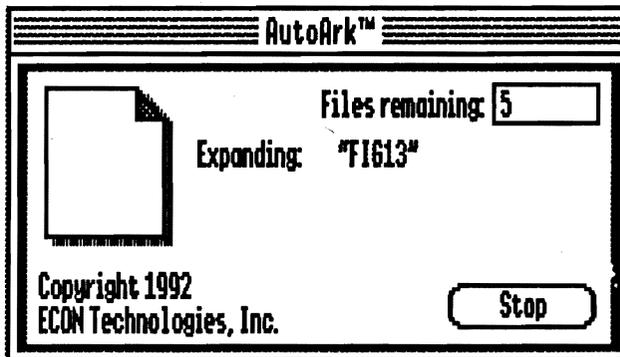
```
≡≡≡≡≡≡≡ AutoArk™ ≡≡≡≡≡≡≡

                    Files remaining: [5]
      Expanding:   "FI613"

Copyright 1992
ECON Technologies, Inc.      ( Stop )
```

Figure 13. AutoArk displays this message as it expands files.

Archive Info...

Once you have selected the desired file or files from the Finder, you can choose *Archive Info...* from the Extras menu. This brings up the dialog shown in the next figure.
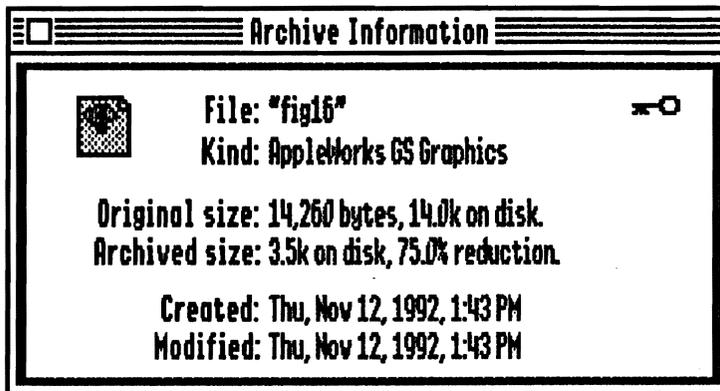

Figure 14. Information being displayed by AutoArk for the file "fig16".

For each file selected, the following information is displayed:

Icon
> The icon of the original file (not the AutoArk icon), is displayed on the upper left corner of the dialog.

Encryption Indicator
> If the file has been encrypted, you will see a small key on the upper right corner of the dialog box.

File Name
> Name of the file.

File Type (Kind)
> The type of the file.

Original Size
> Size, in bytes and on disk, of the file before it was archived.

Archived Size
> Size, on disk, of archived file.

% Reduction
>   Reduction achieved by archiving the file.

Date Created
>   Date and time the original file (before archival) was created.

Date Modified
>   Date and time the original file (before archival) was last modified.

If more than one file was selected, an arrow will be displayed on the right bottom corner of the information dialog, which you may press to obtain information on the next file.

The important thing to note here is that once you archive a file, the information Finder displays for the file will be that of the archive, and not the actual file. All archive files will show in the Finder as a file type *Archival Library* and with an AutoArk icon. (See *Configure AutoArk...* if you want the icon of the original file to be displayed in the Finder windows.)

Archived files that are accessed from within an application, and thus dearchived, do not get archived again until you quit the application. This means that the date and time the file is actually modified (shown in the Finder) will be different from the date and time it is archived. To find out the date the actual file was modified you must use *Archive Info....*

EXAMPLE: On 10/20/92 at 1:05 you launch Appleworks GS and immediately load the file FiscalWeek22. At 1:30 you are done making changes to the file and thus you save the file. You then continue working with Appleworks GS until 5:00 at which time you quit the application. It is at this point that AutoArk retrieves the file *FiscalWeek22*, archives it and saves the new archive file to disk. In this case the modification date and time for the actual file, which you may see when you select *"Archive Info..."*, is 10/20/92 1:30 PM. The modification date and time for the archive file, which Finder displays, is 10/20/92 5:00 PM. The only way to view the original modification date and time is via the "Archive Info..." dialog or by expanding the document, at which time the original modification date and time are restored.

Configure AutoArk...

Selecting *Configure AutoArk...* from the Extras menu brings up the dialog shown on figure 15. The first part of this dialog presents you the version number, serial number and registration information that was entered at installation time. Following this are four options that can be toggled via pop up menus; *Finder interface*, *Build files*, *Data verification*, and *Application alerts*. We discuss each in turn.

Figure 15. This dialog lets you configure AutoArk.

Finder Interface

Pressing the button immediately right of this designation will bring up a pop up menu where you can select one of two choices:

Enabled - With the Finder interface enabled, the Extras' menu options *Compress...*, *Expand...*, *Archive Info...*, and *Encrypt...* will be active. Any archived files will be displayed with the AutoArk icon, and any file information displayed by the Finder will be that of the archive file, not the original file.

Disabled - With the Finder interface disabled, the Extras' menu options *Compress...*, *Expand...*, *Archive Info...*, and *Encrypt...* will be dimmed and thus you will not be able to perform these functions. Additionally, AutoArk icons will not be displayed for archived files and any file information displayed by the Finder will reflect the original file, not the archive file.

Build Files

Build files refers to the way in which AutoArk builds a new file, be it a file that is being archived, or an archived file that is being expanded. Two choices are available from the pop-up menu: *In place (faster)* and *Via temp. file (safer)*.

If the *Via temp. file (safer)* option is chosen, AutoArk creates another file (the temporary file), and writes all the archived or dearchived data to it. When finished writing the temporary file, the original file is deleted and the temporary file is renamed to the original file. This method is considered safer since a copy of the original data is always maintained. If your computer should crash, or lose power while AutoArk is performing an archive or expansion, you will not lose your data, since either the original or the new file will be intact. One drawback to this method is that it will slow the archive/dearchive process slightly, and require more disk space. You will need sufficient disk space to accommodate both the original file and the temp. file while AutoArk performs the function.

If you are not concerned about the possible loss of data, or you keep good backups (a very easy task if you have Universe Master!), you may wish to choose *In place (faster)*. In this case, no temporary file is written. AutoArk simply begins archiving/dearchiving and overwriting the existing file. If your system should crash at this time, or lose power, your file will likely be corrupted beyond repair. This option is only recommended if you have a stable system, battery backup and a very good backup of your data.

Data verification

Disabled (slightly faster) - With this option chosen, AutoArk does not verify that the archived/dearchived data is equivalent to the new data being created. However, as we mention under *Enabled*, the only time you will have any problems is when a hardware problem exists on your system. Errors will only occur in extremely rare instances.

Enabled (safer) - With this option chosen, AutoArk verifies the data being archived/dearchived with the new data being created and verifies that they are equivalent. If an error is detected, a dialog will inform you of the problem. You must then press the *Okay* button, which causes AutoArk to abort the current procedure.

WARNING! If any errors occur, it is a signal that you have a hardware problem in your system, and should investigate it and correct it before continuing to use your computer. However, errors will only occur in extremely rare instances.

Application Dialogs

Enabled - With the application dialogs enabled, AutoArk displays the dialogs shown on figure 9 and figure 12 as it compresses and expands files respectively.

Disabled - If application dialogs are disabled, AutoArk will not display any dialogs as it compresses and expands files. However, there will be one small indication as files are compressed and espanded; AutoArk changes the cursor to look like "AA". This will be a reminder to you that AutoArk is performing a compression or expansion. Selecting this option will make AutoArk more transparent.

> **WARNING!** Since it will take a little longer to access a file or launch an application that is archived, you might initially jump to the conclusion that something has gone wrong and the system is "hung-up". When this happens, be sure to look at the cursor. If you reboot your system at this time, thinking it is hung up, the results will probably lead to data corruption.

The second part of the Configure dialog has two buttons, *Key Equivalents...*, and *Assign Compressors....*

Key Equivalents...

To define or change a keyboard equivalent, press the *Key Equivalents* button. This brings up the dialog shown on the next figure.
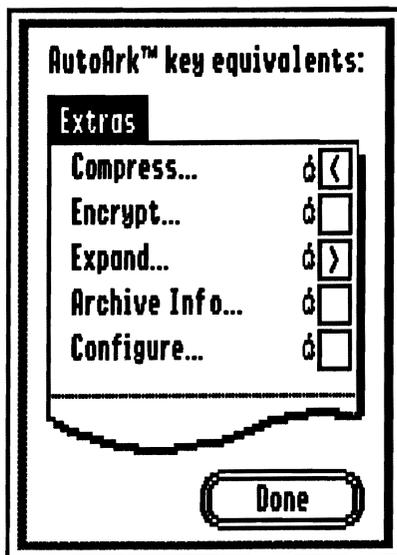

Figure 16. Key equivalents for AutoArk functions may be defined here.

Each of the AutoArk functions that appear in the Extras menu can also be chosen by pressing a two key combination; the first of which must always be the 'apple' key. For example, instead of using the mouse to choose *Compress...*, you can press *Apple-<* (don't forget to press the shift key to get the >). To expand a file you can press *Apple->*. The remaining three functions are not defined initially. The *Key Equivalents...* dialog shows the five AutoArk options and their corresponding key equivalents. Initially only *Compress* and *Expand* will be defined. To make changes to key equivalents, enter the desired keys in the corresponding edit boxes and then press the *Done* button. All changes take effect immediately.

Assign Compressors

Pressing this button causes the dialog in the following figure to appear.
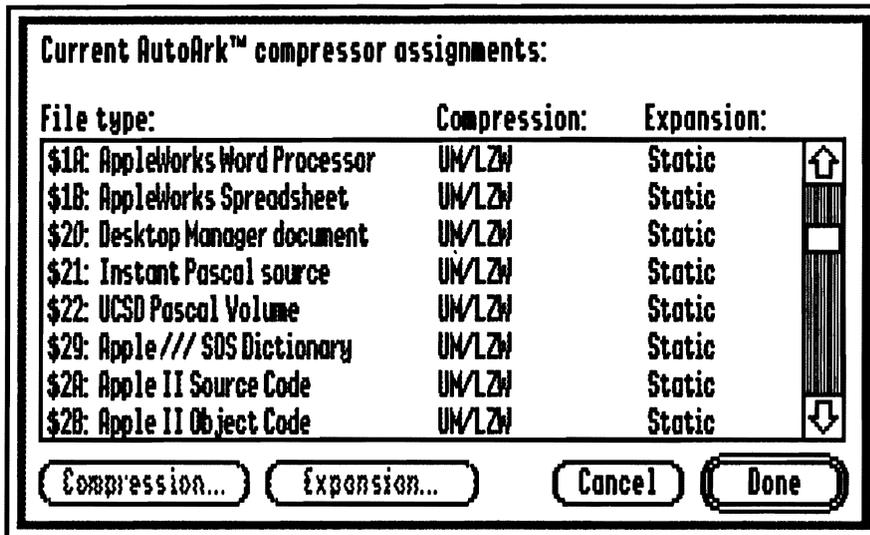

Figure 17. Compressor assigments may be changed from this dialog.

This dialog contains a large scroll box that displays the following information:

File type - Every file type defined on your system will be displayed in the scroll box, one per line.

Compression - The compression method designated here will be used each time a file of the corresponding filetype is compressed. For example, the first line displayed in the scroll bar in figure 18 designates that all Apple IIgs Word Processor files are to be compressed with the UM/LZW compressor. For those of you who have Universe Master, the UM is there to remind you that in order to retain compatibility with Universe Master,

you must use this compressor. The last item on the scroll bar, labeled *Expansion*, is not available in version 1.0. Be sure to view the *Read.This.First* file when the next version is released, for further explanation.

Expansion - Version 1.0 of AutoArk only supports *Static* expansion.

At the bottom of the dialog are four buttons: *Compression...*, *Expansion...*, *Cancel*, and *Done*. The first two buttons, *Compression...* and *Expansion...* become active once a file type has been selected by clicking on it. We discuss each in turn:

Compression... - Pressing this button brings up the dialog shown in figure 18. It contains a scroll box that lists all available compressors. To change the compressor for the currently selected file type simply click on the desired compressor and press the *OK* button. If you change your mind and decide not to change compressors, simply press the *Cancel* button.
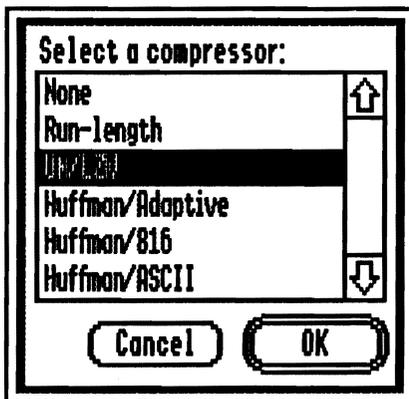

Figure 18. Choose a compressor for the currently selected file from the scroll box.

Expansion... - Version 1.0 of AutoArk does not support dynamic expansion. Be sure to view the Read.This.First file when the next version is released, for further explanation.

Cancel - Pressing this button will cause AutoArk to disregard any changes made since the *Assign Compressors* button was pressed from the previous dialog.

Done - Pressing this button will cause AutoArk to apply any changes made, and return to the previous dialog.

Apple Menu

After installing AutoArk you will also have two new options from the Apple menu. These options are commonly referred to as NDAs, for new desk accessories. The Apple menu is located at the leftmost position of the menu bar and is available not only from the Finder but from any application that supports NDAs. The two options available from the Apple menu are *AA Compress File* and *AA Expand File*. We describe these next.

AA Compress File

Selecting *AA Compress File* from the Apple menu brings up the dialog shown in figure 19. On the left side of the dialog is a scroll list that displays the contents of the currently open volume or folder. Above this list is the name of the volume or folder and a small button with a down arrow. Pressing this button will bring up a pop-up menu that shows the path for the currently selected volume or folder. If you want, you may select any folder or volume from this pop-up menu, and AutoArk will display its contents in the scroll list.
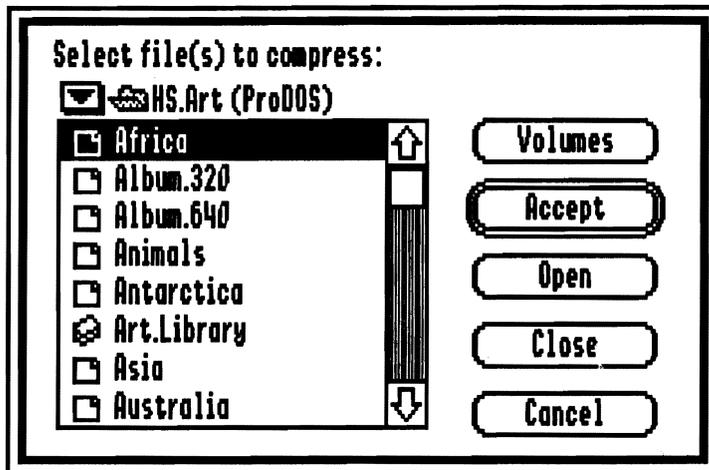
```
┌─────────────────────────────────────────────────┐
│  Select file(s) to compress:                     │
│  ▼  HS.Art (ProDOS)                              │
│  ┌────────────────────┬──┐  ┌──────────────┐    │
│  │ □ Africa           │⇧ │  │   Volumes    │    │
│  │ □ Album.320        │  │  └──────────────┘    │
│  │ □ Album.640        │██│  ┌──────────────┐    │
│  │ □ Animals          │██│  │   Accept     │    │
│  │ □ Antarctica       │██│  └──────────────┘    │
│  │ ⊛ Art.Library      │██│  ┌──────────────┐    │
│  │ □ Asia             │  │  │   Open       │    │
│  │ □ Australia        │⇩ │  └──────────────┘    │
│  └────────────────────┴──┘  ┌──────────────┐    │
│                              │   Close      │    │
│                              └──────────────┘    │
│                              ┌──────────────┐    │
│                              │   Cancel     │    │
│                              └──────────────┘    │
└─────────────────────────────────────────────────┘
```

Figure 19. Select the files to be compressed from this dialog.

Auto Ark

On the right side of the dialog are five buttons:

Volumes - Pressing this button will cause the online volumes of your system to be displayed in the scroll list.

Accept - Accepts the currently selected files from the scroll list and proceeds to compress them. If a folder is selected, AutoArk will compress the files inside this folder.

Open - If a volume or folder is selected in the scroll list, AutoArk will open it and display its contents in the scroll list. If a file is selected in the scroll list, AutoArk proceeds to compress it. Double clicking on an item from the scroll list produces the same results as pressing this button.

Close - Closes the currently open folder and displays, in the scroll list, the files and folders in the level of the hierarchy where the folder resides.

Cancel - Closes the dialog without compressing any files.

You can select a single file by single clicking on it once. Selecting more than one file is possible in two different ways. To select a range of contiguous files, select the first one by clicking on it and the select the last one by pressing the shift key and clicking it. This will result in all files between the first selection and last selection, to be selected. To select non-contiguous files you simply select each one by pressing the apple key and clicking on the desired file, one at a time. Clicking on an already selected file causes it to become deselected.

AA Expand File

Selecting this option will bring up a dialog very similar to the one explained above, in AA Compress File. The main difference, of course, is that files will be expanded, instead of compressed. Any files that are encrypted will display a dialog where you must enter the password. See the last section for details on how the scroll bar and buttons function.

NOTE: If you use the AA Compress File or AA Expand File desk accessory while in the Finder, icons in currently open windows will not be automatically updated. You must close and reopen these windows so that they will display the updated information.

AutoArk Functions Used Inside Applications

Now that you know how to perform AutoArk functions from the Finder, you are probably wondering how these archived files work in conjunction with other applications. Actually, there will be very little, if any, difference on how you use your applications. This is what we mean by seamless integration!

These are the main points to know regarding archived files used in conjunction with an application:

1. When loading files from within an application that displays the icons of the files, you will never see the AutoArk archive icons. For example, Appleworks GS displays different icons for the different type of files it creates: word processor, paint files, data base, spread sheets, page layout, and telecommunications. Inside Appleworks GS you will never see the AutoArk icon; you will see the typical icons used there.

2. When the application loads an archived file, AutoArk will automatically dearchive (meaning expand and/ or decrypt) the file, prompting for a password if the file was encrypted. If the file was only compressed you will see the typical dialog as AutoArk expands the file. However, if you have configured AutoArk so that application alerts are disabled (see the explanation on Configure for additional clarification) you will not see this dialog when AutoArk expands the file. (This is one way to make AutoArk more transparent.)

3. If the application itself loads certain files (i.e. a word processor loading its dictionaries) it needs, and these files are archived, they will automatically be dearchived. If any have been encrypted, you will be prompted to supply the password in order to decrypt the file. If you do not want to see the message AutoArk displays as it expands files, you can configure it in that manner by use of the Configure... option from the Extras menu.

4. When you quit the application, AutoArk will automatically archive any of the files that were dearchived during the course of using the application. Any files that had been encrypted prior to dearchive will once again be encrypted. Since you supplied the password when the file was dearchived, you will not need to supply one again at this time.

If You Have Universe Master...

AutoArk and Universe Master use the same file format to compress and encrypt files. Therefore, any file that was compressed and/or encrypted using Universe Master can be accessed by AutoArk. Conversely, any file that was compressed and/or encrypted using AutoArk can be accessed by Universe Master.

For example, you are using Universe Master to make incremental backups of files in a directory based on certain criteria. In conjunction with your backup, you specify that the files be compressed. Sometime in the future you want to look at one of your backup files to copy a paragraph you have since deleted. Before AutoArk was available, you would have to launch Universe Master and restore the file so that it was no longer archived, and

thus you could look at it with the application that created the file! Instead of doing this, you can now simply go to the Finder and double click on that file. AutoArk will detect that this is a file that was archived using either Universe Master or AutoArk and then proceeds to dearchive the file so that your application will continue to launch. You no longer need to launch Universe Master in order to expand or decrypt your files - you can now use AutoArk!

If You Don't Have Universe Master...

... and you own a hard drive - then let us suggest you purchase it! We are enclosing a brochure of Universe Master with each copy of AutoArk. As long as disk space allows, we will also be enclosing a copy of the Universe Master demo in the AutoArk disk. We urge you to take a look at it, and see if you don't find it a very useful software product for disk management.

Questions You Might Have...

Q. Will AutoArk expand files compressed with any other application?

A. AutoArk will only expand files compressed with either AutoArk or Universe Master.

Q. Are there any kinds of files I shouldn't archive?

A. Yes. We have pre-configured AutoArk to NOT archive System files, fonts, icons, and archive data (such as ShrinkIt files). Those are the types of files we recommend not be archived. If you select *Configure AutoArk...* from the extras menu, and then press the *Assign Compressors...* button, you will see the scroll box as shown on figure 17. If you scroll through the box you will find *None* listed in several places under the *Compression* column. If you leave these settings to *None* then you need not worry about whether you should compress a certain file type or not.

We also recommend that you not archive large, frequently used applications. For example, if you use *Appleworks GS* very often, it might become a burden to wait for it to expand every time you use it. Of course, you will have to decide what is best for your situation. If you archive a file and later find you rather have it unarchived all the time (as it was initially), all you need do is go to the Finder, select the file and then choose *Expand...* from the Extras menu. The file will then be permanently dearchived.

Q. Can I archive files to be used with ProDOS 8 applications?

A. Yes you can, but you will not be able to access them from within the ProDOS 8 applications, so doing this is not recommended. To archive and dearchive ProDOS 8 files you will have to do so manually from the Finder, using the *Compress...* and *Expand...* options from the Extras menu.